

**BOARD OF CITY COMMISSIONERS PROCEEDINGS**  
**NOVEMBER 6, 2017 AT 6:30 P.M.**

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 9th and Broadway, Shawnee, Oklahoma, Monday, October 16, 2017 at 6:30 p.m., pursuant to notice duly posted as prescribed by law. Mayor Finley presided and called the meeting to order. Upon roll call, the following members were in attendance.

Richard Finley  
Mayor

Dub Bushong  
Commissioner Ward 1

Absent  
Commissioner Ward 2

James Harrod  
Commissioner Ward 3-Vice Mayor

Darren Rutherford  
Commissioner Ward 4

Lesa Shaw  
Commissioner Ward 5

Ben Salter  
Commissioner Ward 6

ABSENT: Gillham

INVOCATION

Don Lynch, Emergency Management  
Director

FLAG SALUTE

AGENDA ITEM NO. 1:

Consider approval of Consent Agenda:

- a. Acknowledge staff will proceed in the instant meeting with the opening and consideration of bids as set forth in Agenda Item No. 8.
- b. Minutes for October 16, 2017 regular meeting.

- c. Acknowledge the following minutes:
- Shawnee Downtown Revitalization Project Amendment Review Committee Minutes from October 9, 2017
  - Shawnee Beautification Committee Minutes from September 21, 2017
  - Traffic Commission Minutes from August 22, 2017
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- d. Authorize Staff to solicit Requests for Qualifications from engineering and planning firms to provide professional services for completion of a Comprehensive Plan update.
- e. Authorize staff to execute an agreement with the Oklahoma Department of Emergency Management for the sub-grant of Emergency Management Performance Grant Funds for Federal Fiscal Year 2018.
- f. Authorize staff to solicit proposals for Debris Removal and Debris Removal Monitoring Services for the period January 1 through June 30, 2018.
- g. Authorize the Mayor to sign an agreement with the Oklahoma Department of Transportation regarding the installation of a Gateway Sign at Kickapoo Street and I-40.
- h. Budget Amendment – Fund 301 Capital  
*To amend budget for insurance money for the damage to the grandstands due to storm*
- i. Lake Lease Renewals/Transfers:

TRANSFERS:

Lot 14 Hart Tract, 16405 Hart Road  
From: Robert and Janet Lindley  
To: Dei Gratia, LLC

Lot 15 Hart Tract, 16409 Hart Road  
From: Robert and Janet Lindley  
To: Dei Gratia, LLC

Mayor Finley announced that the applicants had withdrawn their Lake Lease Transfer therefore Consent Agenda Item No. 1(i) is pulled from the Agenda and will not be considered.

Commissioner Shaw asked that Consent Agenda Item No. 1(d) be pulled for separate consideration.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bushong, to approve the Consent Agenda Item Nos. 1(a-i), less Consent Agenda Item Nos. 1(d) and 1(i). Motion carried 6-0.

AYE: Harrod, Bushong, Finley, Rutherford, Shaw, Salter

NAY: None

Regarding Agenda Item No. 1(d), Commissioner Shaw had a question regarding the advertising of the Request for Qualifications (RFQ) for Comprehensive Plan consultant. City Manager Justin Erickson replied that the RFQ will be advertised by several means and will be on the City's website.

Also regarding the RFQ, Commissioner Shaw also suggested that legal counsel be part of the review committee when it is established.

A motion was made by Commissioner Shaw, seconded by Commissioner Salter, to approve Consent Agenda Item No. 1(d). Motion carried 6-0.

AYE: Shaw, Salter, Bushong, Harrod, Finley, Rutherford

NAY: None

AGENDA ITEM NO. 2:

Citizens Participation

(A three-minute limit per person)

(A twelve-minute limit per topic)

There was no Citizens Participation.

AGENDA ITEM NO. 3:

Consider Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Kevin Moody.

A motion was made by Commissioner Rutherford, seconded by Vice Mayor Harrod, to approve Oklahoma Municipal Retirement Fund lump sum payment from Defined Benefit Plan for Kevin Moody. Motion carried 6-0.

AYE: Rutherford, Harrod, Shaw, Salter, Bushong, Finley  
NAY: None

AGENDA ITEM NO. 4: Discussion, consideration and possible approval of the City Commission and Related Authorities Amended Schedule of Regular Meetings for 2018.

City Manager Justin Erickson explained that the City Commission and Related Authorities Schedule of Regular Meetings for 2018 is being amended to change the time of the meetings from 6:30 p.m. to 6:00 p.m. as discussed at the October 16, 2017 City Commission meeting. There was also further discussion on changing the meeting times for the two December 2017 meetings to 6:00 p.m. An agenda item addressing this change will be on the November 20, 2017 agenda.

A motion was made by Commissioner Rutherford, seconded by Commissioner Salter, to approve the City Commission and Related Authorities Amended Schedule of Regular Meetings for 2018. Motion carried 5-0-1.

AYE: Rutherford, Salter, Bushong, Harrod, Finley  
NAY: None  
ABSTAIN: Shaw

AGENDA ITEM NO. 5: Consideration of resolution to declare certain items surplus property and authorizing the sale of said items at auction or disposal at the City's discretion.

A staff report was given by Director of Operations James Bryce. Commissioner Shaw questioned the resolution title language suggesting changes to the title that would clarify that the City will only dispose of surplus property if it does not sell at auction. Therefore, the title language was amended to include the phrase "AND, IN THE EVENT ITEMS DO NOT SELL AT PUBLIC AUCTION, DISPOSAL AT THE CITY'S DISCRETION".

Resolution No. 6552 was introduced.

A RESOLUTION DECLARING CERTAIN ITEMS OF PERSONAL PROPERTY SURPLUS AND NO LONGER NEEDED FOR CITY PURPOSES; DESCRIBING SAID ITEMS; AND AUTHORIZING THE SALE OF SAID ITEMS BY PUBLIC AUCTION AND, IN THE EVENT ITEMS DO NOT SELL AT PUBLIC AUCTION, DISPOSAL AT THE CITY'S DISCRETION.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Bushong, to approve a resolution, as amended, to declare certain items surplus property and authorizing the sale of said items at auction or disposal at the City's discretion if not sold. Motion carried 6-0.

AYE: Harrod, Bushong, Finley, Rutherford, Shaw, Salter

NAY: None

AGENDA ITEM NO. 6:

Consideration and approval of a Preliminary Plat for Chicken Express Addition located near the intersection of North Harrison Street and 45th Street. Case No. S06-17. Applicant: Amy Landry

A staff report was given by Community Development Director Justin DeBruin. The Planning Commission unanimously approved this rezoning with five conditions, with no objections received.

A motion was made by Commissioner Shaw, seconded by Commissioner Bushong, to approve a Preliminary Plat for Chicken Express Addition located near the intersection of North Harrison Street and 45th Street; with the following conditions:

1. The proposed "outlot", located at the property's north-east corner, shall be corrected and shown as an easement rather than a lot.
2. Per Section 60.9.3 of Subdivision Regulations, no portion of a building shall be located more than 300' from a fire hydrant.
3. Final construction documents must be approved by the City Engineer concurrent with Final Plat approval.
4. Necessary drainage plans must be approved by the City Engineer concurrent with Final Plat approval.
5. All other applicable City standards apply.

Motion carried 6-0.

AYE: Shaw, Bushong, Harrod, Finley, Rutherford, Salter

NAY: None

AGENDA ITEM NO. 7:

City Manager Report

City Manager Justin Erickson gave updates on the following:

- a. Household Hazardous Waste Disposal Event – The City of Shawnee has partnered with the Kickapoo Tribe of Oklahoma, The Absentee Shawnee Tribe, and Central Disposal to offer a free drop-off for household hazardous waste. The event will take place on Saturday, November 18, 2017 from 10:00 a.m. to 2:00 p.m. at Central Disposal, and is open to City of Shawnee residents and members of the participating tribes. Involved entities are hoping to make this an annual event with potential county wide participation. Mr. Erickson introduced Kickapoo Tribal members Darren Shields and Daniel Wind who were in attendance.
- b. Tax Increment Financing (TIF) District – The Shawnee Downtown Revitalization Project Review Committee was established and has recommended approval of the modified TIF District plan. Two public hearings have been set; one on November 20<sup>th</sup> and the second on December 4<sup>th</sup>. This committee has done great work and had unanimous support.
- c. Veterans Day Ceremony – A Veterans Memorial Service will be held at the Woodland Park on Saturday, November 11, 2017 at 11:00 a.m.

Mayor Finley thanked the Kickapoo Tribe of Oklahoma for their partnership in the Household Hazardous Waste Event.

AGENDA ITEM NO. 8:

Consider Bids:

- a. Santa Fe Museum Parking Lot Improvements, Contract No. COS-PW-17-01 (Open)

**BIDDER**

**AMOUNT**

Parathon Construction  
Edmond, OK

\$687,727.65  
Alternate 1: \$524,760.00  
Alternate 2: \$189,878.00

Assistant City Engineer Michael Ludi read one (1) bid into the record. Mr. Ludi requested that the bid award be deferred to the next City Commission meeting on November 20, 2017.

A motion was made by Vice Mayor Harrod, seconded by Commissioner Rutherford, to defer the bid award to the November 20, 2017 City Commission meeting. Motion carried 6-0.

AYE: Harrod, Rutherford, Shaw, Salter, Bushong, Finley

NAY: None

AGENDA ITEM NO. 9:

New Business (Any matter not known about or which could not have been reasonably foreseen prior to the posting of the agenda.)

There was no New Business.

AGENDA ITEM NO. 10:

Commissioners Comments

Commissioner Bushong said he enjoyed the Parks Master Plan meeting that was held November 2<sup>nd</sup> at the Heart of Oklahoma Exposition Center.

Commissioner Shaw reminded citizens of the Pie Bake Off that will be held at the Community Center on Saturday, November 11<sup>th</sup> at 11:00 a.m. She also mentioned the Shawnee Public Library will have "Story Time" and the Christmas Tree Lighting event on Friday, November 17<sup>th</sup>.

Commissioner Shaw spoke about the Senior Center offering a "Navigating Through Medicare" class.

Commissioner Shaw thanked Justin Erickson, Cindy Arnold, and Tammy Johnson for attending the American Society for Public Administrators, Oklahoma Chapter, meeting.

Commissioner Shaw advised contractors with the City of Shawnee to refrain from promoting their political affiliations.

AGENDA ITEM NO. 11:

Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (6:56 p.m.)



Phyllis Loftis  
PHYLLIS LOFTIS, CMC, CITY CLERK

Richard W. Finley  
RICHARD FINLEY, MAYOR